## Preparing Forms for Your ATE Proposal: Project Data Form

This instruction sheet is derived directly from the Preparing Forms for Your NSF ATE Proposal webinar, presented on April 2, 2025. The full webinar is available for viewing at: <a href="https://tinyurl.com/MCFormsWebinar">https://tinyurl.com/MCFormsWebinar</a> A comprehensive version of the Quick Reference Guide can be accessed at:

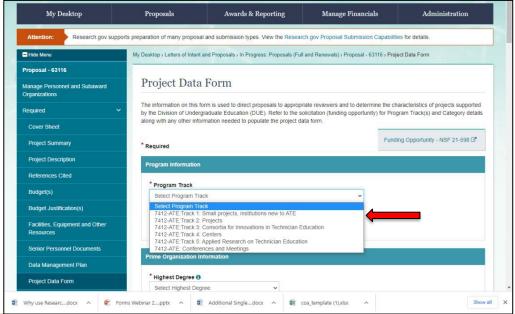
https://tinyurl.com/MCFormsGuide

## **Project Data Form**

The Project Data Form is listed near the bottom of the control page, but it is a logical next step as you begin submitting information.



**Program Track:** Choose the ATE funding track for your proposal from a dropdown menu. Most applicants who are developing their first ATE proposal will choose Track 1, which is for smaller projects than Track 2. (Until 2024 Track 1 was reserved for colleges that had not received funding for at least 7 years. The screenshot below shows what was listed at the time of the webinar. NSF is aware that the wording needs to be updated to reflect the language in Solicitation 24-584.) Selecting the appropriate funding track is important since it guides everything from setting the funding limits for your proposal to determining how your proposal is placed for review.





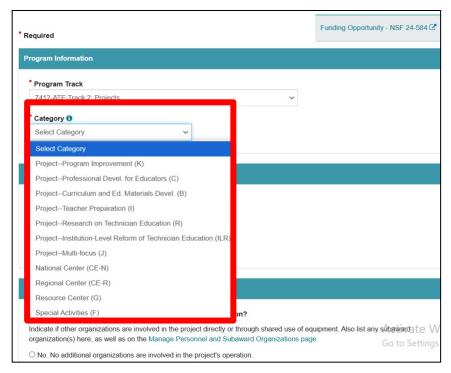
Category: Select a category from the drop-down menu that best describes your project. Don't worry if your project doesn't directly align with one of the choices. Select one that is reasonably close.

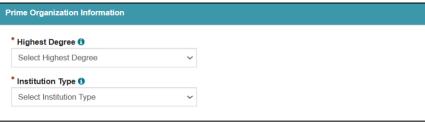
Prime Organization
Information: Use the dropdown menu to provide the requested information about your institution.

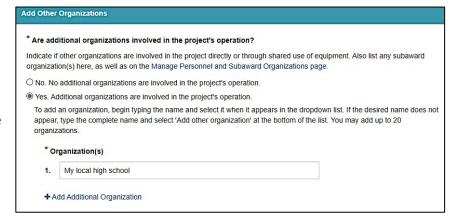
## **Add Other Organizations:**

The same screen also asks for information about other institutions and organizations, including subaward organizations, that will contribute to your project. List them here and make certain that each one provides a letter of commitment that explains the ways in which it will contribute to the project.

Every ATE proposal should indicate involvement with relevant industries. If your project isn't connected with local industries in some meaningful way, it is unlikely that your proposal will be funded. The relationships you develop with industries will be especially important if, after successfully completing a Track 1 project, you decide to apply for subsequent funding for a more comprehensive project.



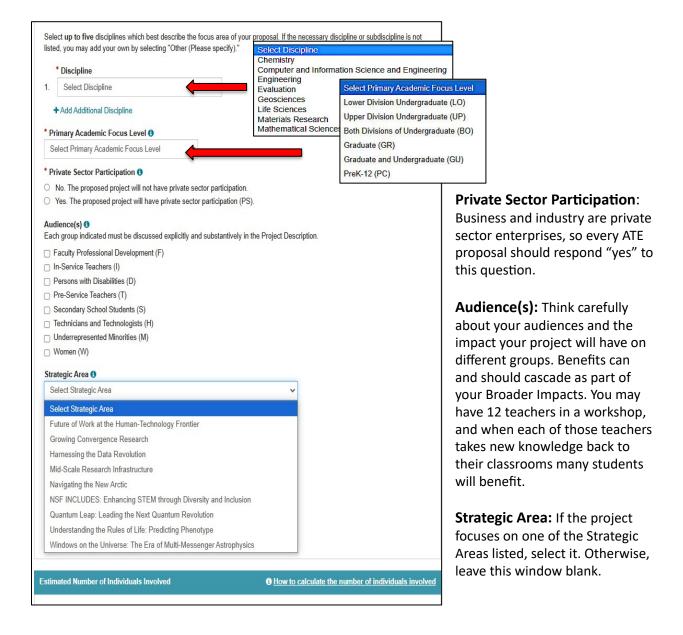






**Discipline:** The drop-down choices for project discipline, shown below, are generic categories and may not be a good fit for your project. Pick the one you think is most reasonable. Program Officers use this information to help identify reviewers, but they also rely on other information to ensure that your proposal is placed appropriately for review.

**Primary Academic Focus:** Proposals submitted by community colleges will usually have a Lower Division Undergraduate focus.





**Number of Individuals Involved**: At the bottom of the screen shown on the preceding page, you will indicate which groups will be involved with or impacted by your project, and you will estimate the total number in each category. (Be sure to explain their roles and how they will benefit in the Project Description.) Remember to include not only the number of high school teachers who will be directly impacted but also the number of students who will benefit from what their teachers bring back to their classrooms.

Keep notes about how you determine the numbers you report. You may be asked about this during the negotiations with NSF that often take place prior to recommending your proposal for an award.

Estimated number of unique i	ndividuals involved over all yea
* PreK-12 Students:	
* PreK-12 Teachers:	
* Undergraduate Students:	
* Graduate Students:	
* Postdoctoral Fellows:	
* Higher Education Faculty:	

